

TIPS FOR APPLYING

- **Resumes/Applications:** You must submit a resume/application in addition to answering an online questionnaire. If you submit one and not the other, you will not be considered. In your resume, you **must** include dates of employment for each job listed (**month/day/year**) as well as the average number of hours worked per week (**40 hours, 20 hours**). If this information is not provided, it may impact on the rating you receive. Submit a chronological resume (work experience/skills should be listed under each job title with the most recent position listed first).

Education: When you apply, if you are qualifying for the vacancy based on your education (e.g., bachelor's degree, graduate degree, GPA, class standing, or membership in a national honor society), submit proof of your education [i.e., proof of GPA would be college transcripts (**official or unofficial**) from all colleges attended or a letter from the college verifying class standing or membership in a national honor society]. **If you are selected, you must immediately submit official transcripts or the original letter which verifies your class standing or membership in a national honor society.** See item below on foreign institutions. *Note: **Transcripts given to the hiring manager will not replace your responsibility to upload or fax them to USA Staffing.***

Work Experience: If you claim you have work experience which meets the qualification requirements, your resume or application must support that claim. For example, if you indicate on the online questionnaire that you have experience explaining and applying regulations, we will expect to see a description of these kinds of duties on your application or resume.

Resume Ex: Experience managing logistical arrangements for meetings, videoconferences, etc., including travel arrangements, schedules, reservations, vouchers/expenses, etc.

Weak

I arrange meetings and make travel arrangements.

Good

I routinely *manage, coordinate and negotiate* all logistical arrangements for meetings including room reservations, setups, etc. (*provide an example of a meeting you arranged that may have had unique requirements or because of its size was particularly challenging*). Using online reservation system, I also *coordinate and schedule* all air/ground travel reservations, hotel accommodations, and directions. I routinely voucher all trips timely following return from travel.

- **Foreign Colleges/Universities:** If you claim a college degree from a foreign institution, you must submit evidence that your education is equivalent to the educational standards in the United States (e.g., an evaluation from a U.S. college or university or from a credential evaluation service). Information on credential evaluation services may be found at the following internet address: <http://www.edupass.org/admissions/evaluation.phtml>
- **Veterans Preference:** If you are claiming veterans' preference, you must submit proof of eligibility, such as a DD-214 or a [SF 15](#) (if applicable) and the proof requested on the form.
- **Lowest Grade Acceptable:** We recommend you select the lowest grade shown for a position being filled at more than one grade levels (e.g., GS-5 and GS-7). You will be certified for all grade levels that your experience or education qualifies. This allows you more opportunities for being referred to the hiring manager.

- **Online Questionnaire**
 - ✓ We recommend you print out the online questionnaire and refer to them as you answer the questions.
 - ✓ Mark only one answer for each question.
 - ✓ If more than one answer applies to you, select the answer that best describes your experience and/or education.
 - ✓ Be sure to save your online questionnaire if you cannot answer all the questions at one time.
 - ✓ After you submit the online questionnaire, an E-mail message will be sent to the E-mail address you entered in Application Manager. This E-mail will acknowledge the receipt of your online questionnaire. If you do not receive the E-mail acknowledgement, log into [Application Manager](#) to verify that your online questionnaire and supporting documentation were received. If Application Manager does not show that your online questionnaire and supporting documentation were received, you should resubmit before the closing date. If after the second try your online questionnaire or supporting documents do not show up in Application Manager, try sending an E-mail message to the [USAJobs help-desk](#) or use a different computer.
 - ✓ The answer you select on the online questionnaire **must** be supported by the necessary documentation.
- **How to Apply:** Carefully follow the instructions for the application process (i.e., respond to the questions in the online questionnaire; submit your resume and any other documents specified in the Required Documents section of the job announcement). Note: Don't forget to hit the SUBMIT button before midnight **Eastern** Time (before 9:00 pm Pacific Time). Before the announcement closes, you should view your completed application package to ensure the online questionnaire and documents were received by logging into [Application Manager](#).